

THE CITY OF KNOXVILLE

CIVIL SERVICE JOB ANNOUNCEMENT

Civil Service Department, Suite 569, City County Bldg, 400 Main Street, Knoxville, TN 37902 (865) 215-2106. Web: www.knoxvilletn.gov

1042

Safety City Aide
(Entry-Level and Promotional)

12/8/2017

Drug testing may be required

ENTRY-LEVEL SALARY: \$ 25,557 annually

PAY GRADE RANGE: \$ 25,557 - \$ 36,173 annually (Pay Grade 2)

The City of Knoxville requires as a condition of employment that all newly employed individuals, former employees that have been re-hired, or employees promoted to a new classification will receive their paychecks by way of automatic direct deposit.

Starting and promotional salaries will be determined based upon applicant qualifications and in accordance with Civil Service Merit Board Rules and Regulations.

The City of Knoxville only accepts online applications. To apply, go to <http://www.knoxvilletn.gov/jobs>. **You must complete ALL APPLICABLE SECTIONS of the application. DO NOT LEAVE SECTIONS BLANK SIMPLY BECAUSE THAT INFORMATION APPEARS ON YOUR RESUME. Doing so could result in your application being deemed incomplete.** If you need assistance submitting an application, you may visit the Civil Service office at the address listed above.

The following documents **MUST** be submitted online by **4:30 p.m. on: Monday, December 18, 2017.**

- Completed City of Knoxville Online Application
- Detailed Resume (upload and attach to your online application)
- If you have questions regarding your application or need help applying, please email mbradburn@knoxvilletn.gov before the posting deadline.

JOB DESCRIPTION: Please See Attached Position Description

MINIMUM REQUIREMENTS

Unless stated otherwise, applicants must possess and/or meet the following minimum requirements prior to the application deadline.

- Current City Employees may apply, but must have completed initial Civil Service probationary period and must have received a satisfactory performance rating on their last evaluation to receive promotional preference.
- Graduation from a standard high school or equivalent.
- Must be able to occasionally work some evening and weekend hours
- Preference given to those applicants with college experience.

EXAMINATION

Applicants meeting the minimum qualifications will be scheduled for the written test (100% of final score). Sections on the exam will include: Business English & Arithmetic, Office Procedures, Customer Service, Clerical Duties/Filing, Proofreading, Decision Making, Working Relationships, Following Instructions, Oral & Written Communication, and Computers.

Note: Background checks will be conducted.

AN EQUAL OPPORTUNITY EMPLOYER/DRUG FREE WORKPLACE

The City of Knoxville does not discriminate on the basis of race, color, creed, national origin, sex, religion, age, veteran status, disability, gender identity, genetic information, or sexual orientation in employment opportunities.

POSITION DESCRIPTION

City of Knoxville

Class Title: Safety City Aide	Working Title: same	PCN :
	Incumbent: vacant	Created: 12/11/07 Updated: 12/5/2017

GENERAL DESCRIPTION

Under close to general supervision, performs various support activities at the Knoxville Police Department's Safety City facility.

ESSENTIAL FUNCTIONS

May be assigned to a variety of duties including Teacher's Aide, Activity Leader, and/or Clerical/Secretarial support.

Provides support to Safety City Coordinator as needed.

Performs basic clerical tasks such as answering the phone, making copies, or filing.

Performs or assists with training and events in the classroom or during outdoor activities.

Assists with instruction and activities for children on basic child safety issues (traffic safety, emergency 9-1-1, fire safety, and personal safety).

Prepares materials and packets for classroom instruction and various activities.

May assist with promotional materials such as posters, brochures and newsletters.

Occasionally participates in community safety events/displays/presentations

Operates personal computer

Performs related work as needed.

MARGINAL FUNCTIONS

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of business English and arithmetic.

Knowledge of modern office practices, procedures, and equipment.

Knowledge of etiquette for greeting visitors, answering the telephone, etc.

Ability to perform basic clerical duties (i.e., typing, filing, etc.).

Ability to proofread and make neat corrections.

Ability to evaluate situations and make decisions.

Ability to establish and maintain effective working relationships with the public and other employees.

Ability to follow oral and written instructions.

Ability to communicate clearly and concisely--both orally and in writing.

Ability to operate word processing and computer equipment.

Ability to work with children of all ages.

Basic knowledge of Child Safety concepts to include 9-1-1 Emergency, Fire Safety, Traffic Safety, and Personal Safety.

PHYSICAL REQUIREMENTS

This position consists of primarily medium work, requiring the incumbent to exert up to 50 pounds of force occasionally, or 20 pounds (or less) of force frequently, in order to lift/carry, push/pull or otherwise move objects. A description of the specific physical requirements associated with this position is maintained on file in the Civil Service office for review upon request.

MENTAL REQUIREMENTS

This position uses some training and/or experience to select from a limited number of solutions the most appropriate actions or procedures in performing the job. A description of the specific mental requirements associated with this position is maintained on file in the Civil Service office for review upon request.

MINIMUM REQUIREMENTS

High school diploma or GED equivalent.

Preference given to those applicants with some college.

Must be able to occasionally work some evening and weekend hours.